

*The*  
**VAN SANT**  
**SYSTEM**  
*OF*



# **TOUCH TYPEWRITING**

(ABRIDGED EDITION)

FOR

**L C SMITH AND CORONA TYPEWRITERS**







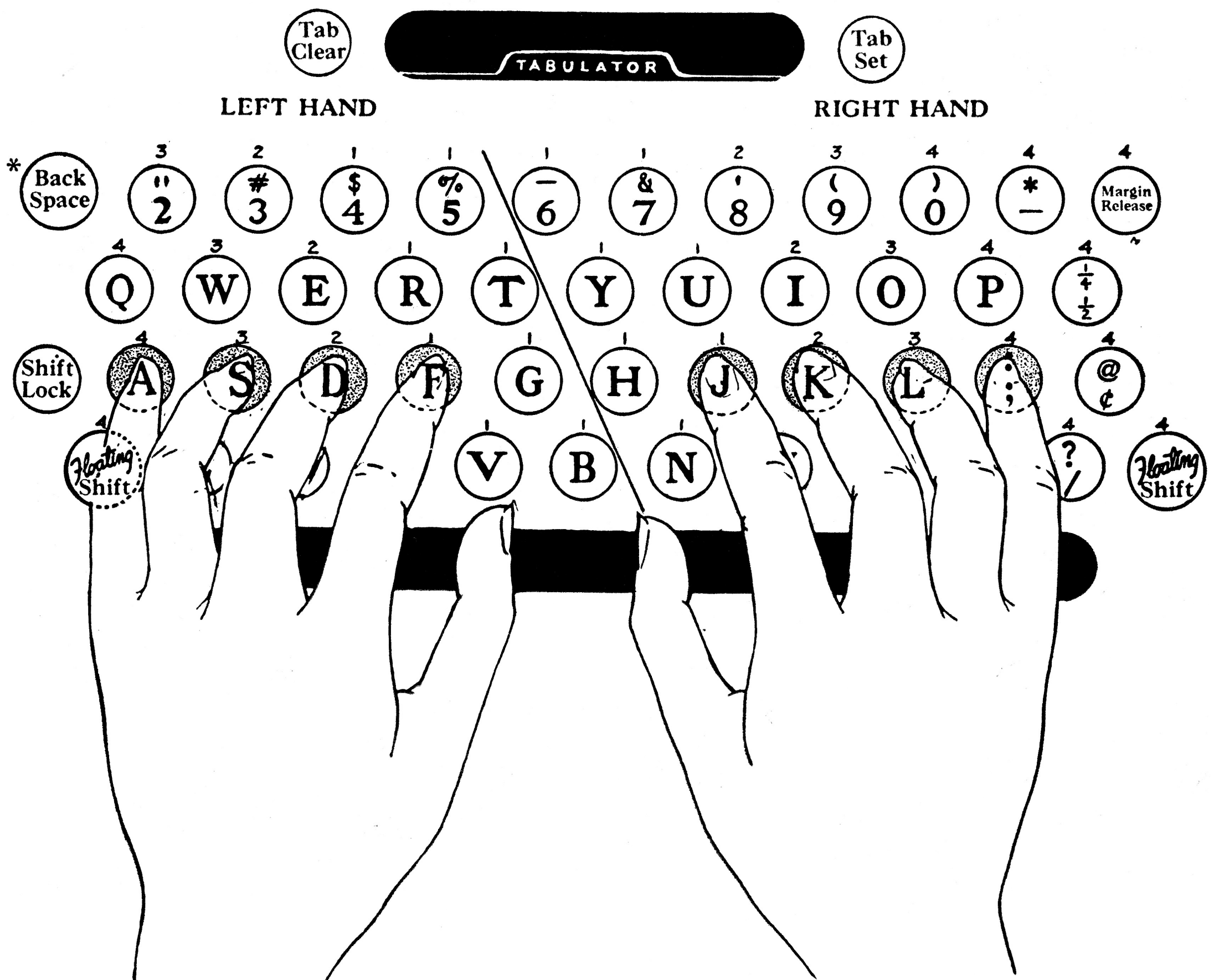
## PREFACE

Correct fingering is the keynote of success in the art of typing. The entire keyboard is covered by the exercises and drills on the following pages which, if studied and applied, will enable the typist to make satisfactory progress in the touch method.

The lessons given in this book have been so planned as to enable the student to acquire keyboard technique with the minimum expenditure of time and effort. They are not intended to cover an extensive typewriting course.



# TOUCH TYPEWRITING CHART



Sit in an easy and erect position.

The **Home Keys** for the left hand are a s d f and ; l k j for the right hand. Place your little finger of the left hand lightly on the a key with the other fingers covering s d f. Place your little finger of the right hand on the semicolon (;) with the other fingers covering l k j.

Curve the fingers at the first and second joints. Practice removing your fingers from the **Home Keys** and replacing them until you can assume correct typing position quickly and accurately.

Your fingers *always return* to the **Home Keys** when not writing.

Avoid unnecessary arm movements.

Strike the middle of each key with a quick even stroke.

Write accurately and speed will follow.

\*Back space key on Corona is at the right of fraction key  $\frac{1}{4}-\frac{1}{2}$ .

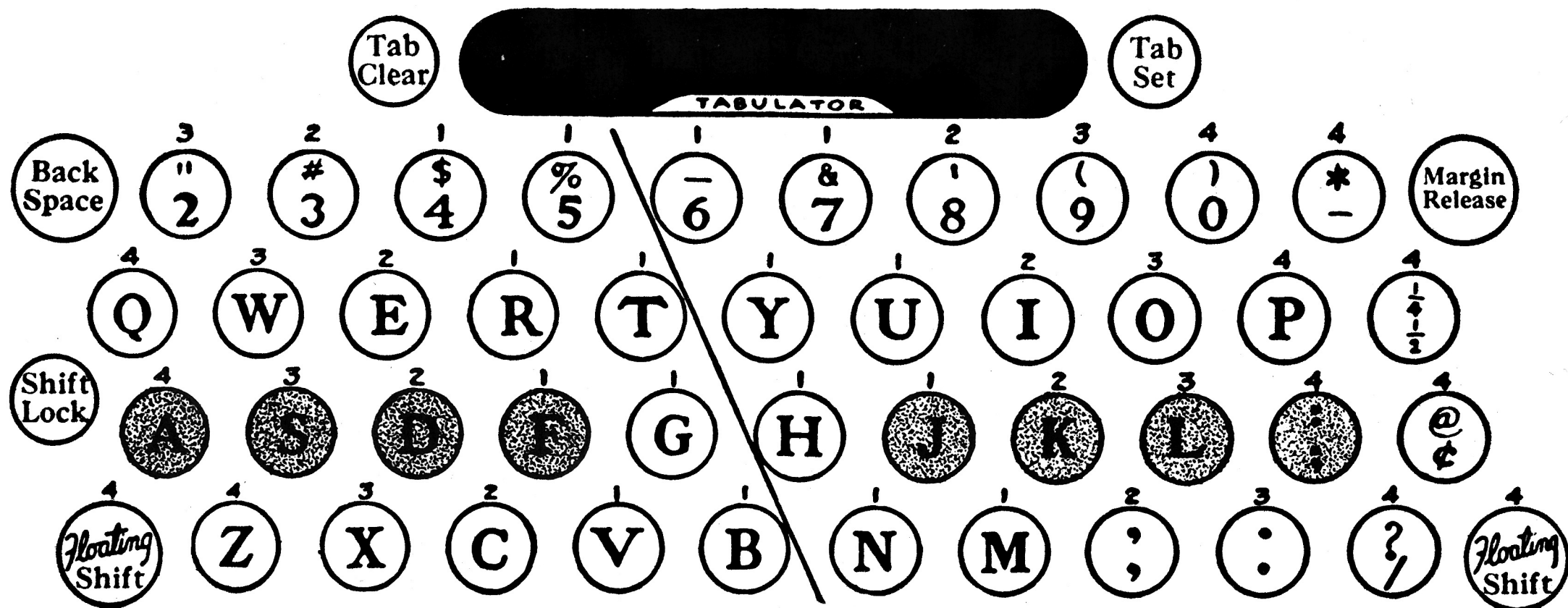
Margin release key on Corona is below the Corona back space key.

Tabulator key on Corona is at left of "Q" key.



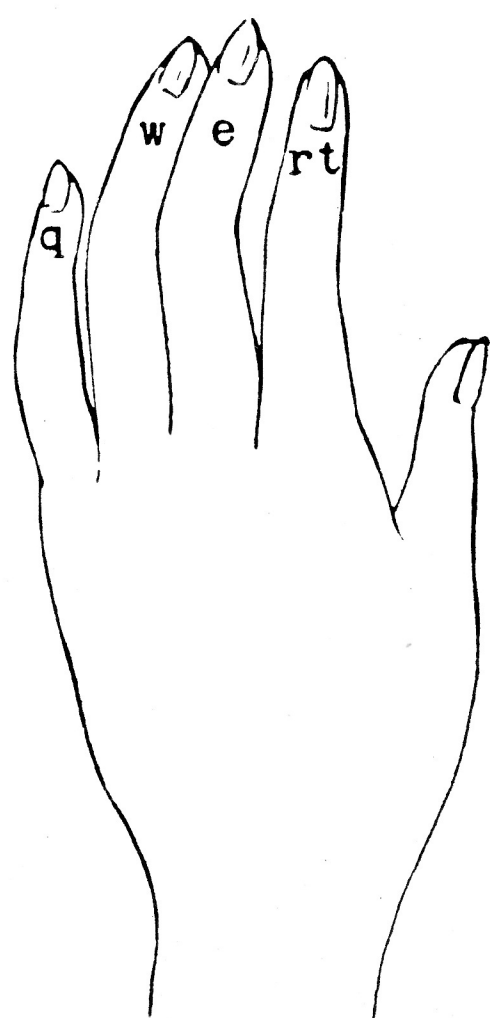






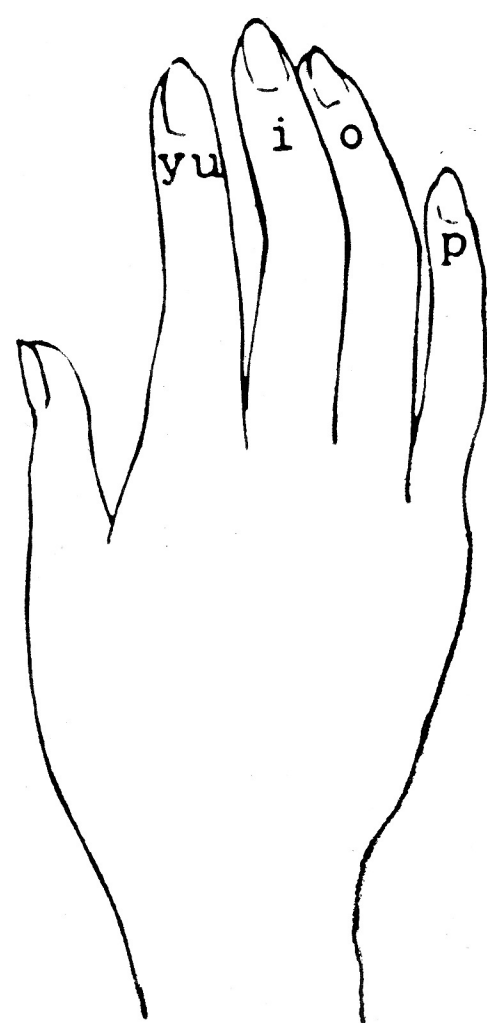
SPACE BAR      RIGHT THUMB

Shading indicates Guide Keys. Small numbers indicate the controlling finger.



## Lesson II

The words of the exercise to be written in this lesson are made up of letters in the row of keys beginning with "q" and ending with "p." As directed in the first lesson, keep the small fingers on the guide-keys when they are not in use in striking other keys. If a word contains the letter "q" or the letter "p," let the small finger reach into the upper row and strike this letter and immediately return to the guide-key.



Always strike the keys with the fingers indicated in the diagrams. Invariability of fingering and spacing is essential to speed and accuracy.

To fix in mind the location of the letters used in this lesson; write four lines of the letters in the row. Make a double line space and write four lines of each word in the exercise below. Make a double line space after each group.

Learn to think where the letters are. Write slowly and with an even stroke. A small amount of correct practice is better than a large amount with errors. Slow and careful work in the beginning will establish habits of accuracy. No attempt should be made to write rapidly until the work can be produced without errors.

### EXERCISE

quite  
pity  
wire  
you  
queer  
putty

weep  
root  
top  
write  
try  
prey

tree  
tyro  
twit  
wry  
power  
quiet

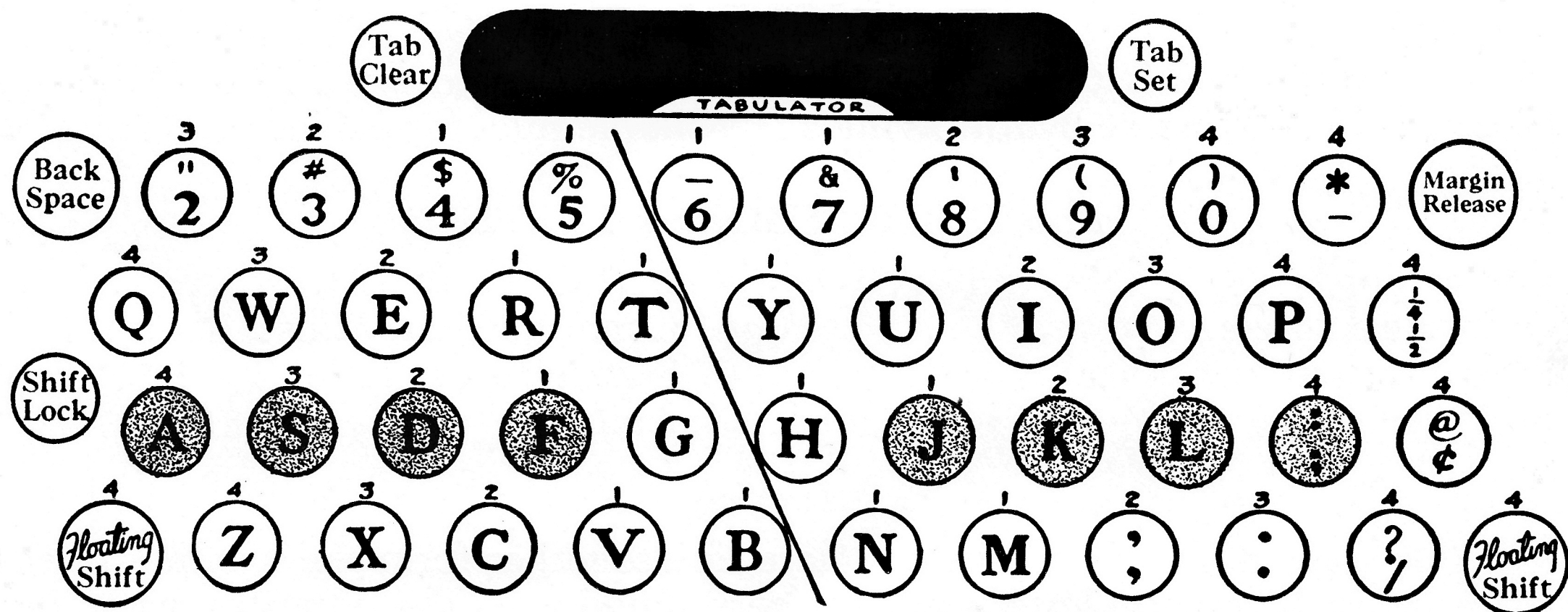
tip  
type  
query  
your  
pepper  
too

wipe  
rip  
quit  
etiquette  
propriety  
troupe

Commit the sentence below. It is easily learned as each word begins with a letter in the upper row of letters.

Quickly we educate rapid typists; yet understand I order practice.





SPACE BAR RIGHT THUMB

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### Lesson III

The words in this lesson contain letters in the two rows of keys previously taught. The fingering shown on the diagrams should be carefully followed. The small fingers should rest on the guide-keys except when the word to be written contains "q" or "p." After either of those letters has been struck the small finger should be immediately returned to the guide-key. The other fingers must be held a little above the keyboard in such position as will favor a quick stroke. In this way when a finger is withdrawn from a

key the same movement places it in readiness to strike a desired key.

Do not fail to form the habit of spacing with the right thumb.

Write four lines of each word in the exercise below, making a double line-space between the groups. Strike the keys with a quick, firm, even stroke, and withdraw the finger instantly. Think before making each stroke. Try to acquire a quick stroke with equal force on each letter.

The exercise contains only letters used in the preceding lessons. A careful student should be able to produce some pages without error on the first trial. If mistakes are made, the practice should be continued with greater care until the lesson is completed without an error.

### EXERCISE

light  
paltry  
glare  
equal  
altitude  
through  
pride  
whether

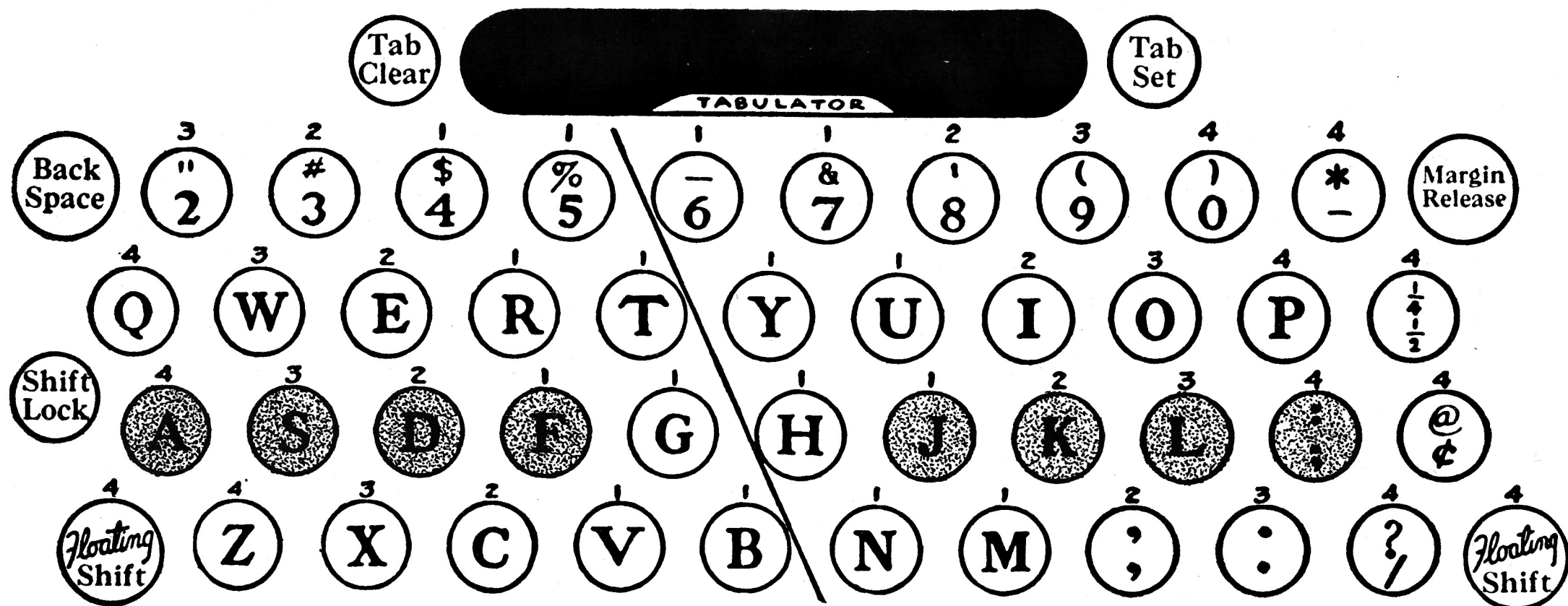
quarrel  
pressure  
work  
adjust  
alkali  
plague  
adopt  
duty

judge  
highly  
shelf  
laugh  
wheat  
joker  
jelly  
fight

health  
turtle  
useful  
pleasure  
daughter  
quietly  
just  
jury

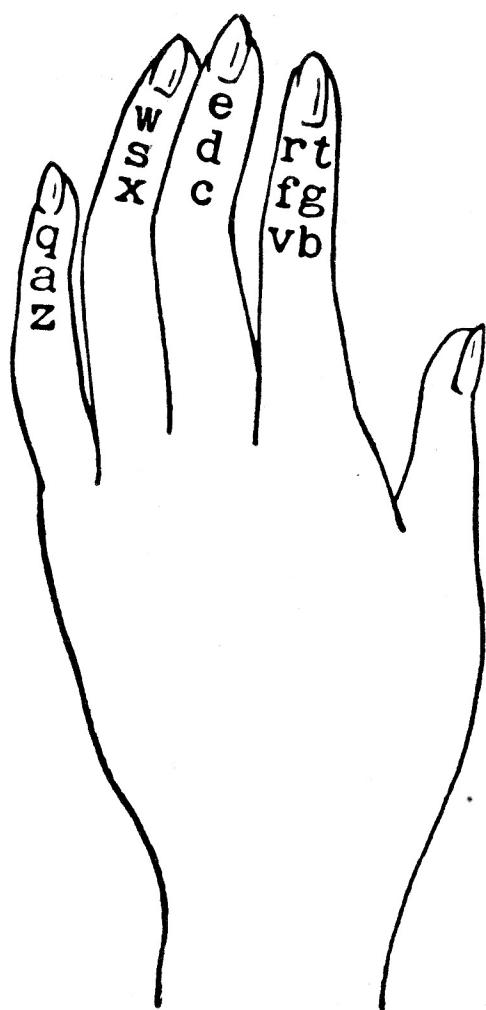
elapse  
skill  
distrust  
querulous  
thoroughly  
opposite  
perjury  
gratitude





SPACE BAR      RIGHT THUMB

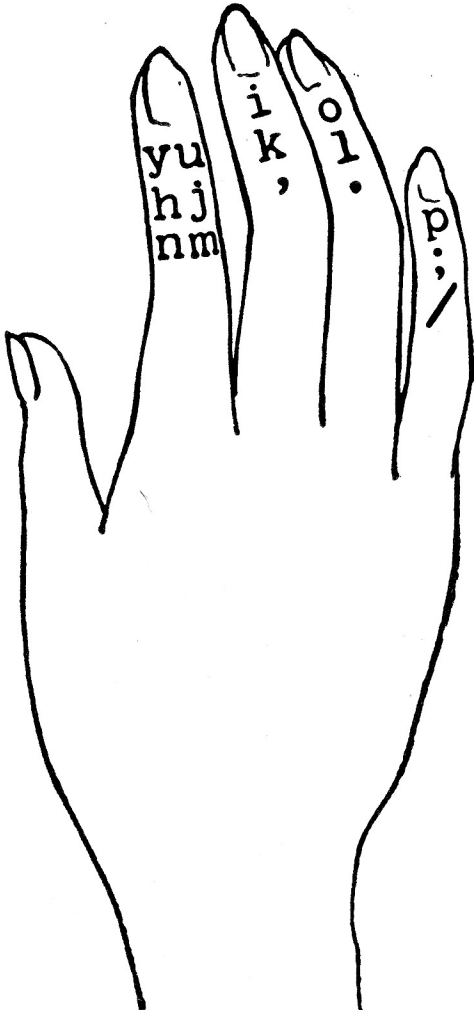
Shading indicates Guide Keys. Small numbers indicate the controlling finger.



### Lesson IV

This lesson is designed to give practice on all the small letters, each word including one or more letters in the lower row of keys. A thorough practice of this lesson will familiarize the student with the location of all the letters.

Strike the keys with the fingers indicated in the diagrams, and follow the rules given in the previous lessons for the use of the thumbs in spacing. When the small fingers are used to strike keys in the upper or lower rows they should be immediately returned to the guide-keys.



Before practicing the exercise given below write three lines of the letters and punctuation marks in the lower row, beginning at "z" and spacing after "b" with the right thumb.

Strike the punctuation marks very lightly to avoid puncturing the paper. After completing the preliminary exercise make a double line-space and write three lines of each word in the exercise below. Always make a double line-space between the groups.

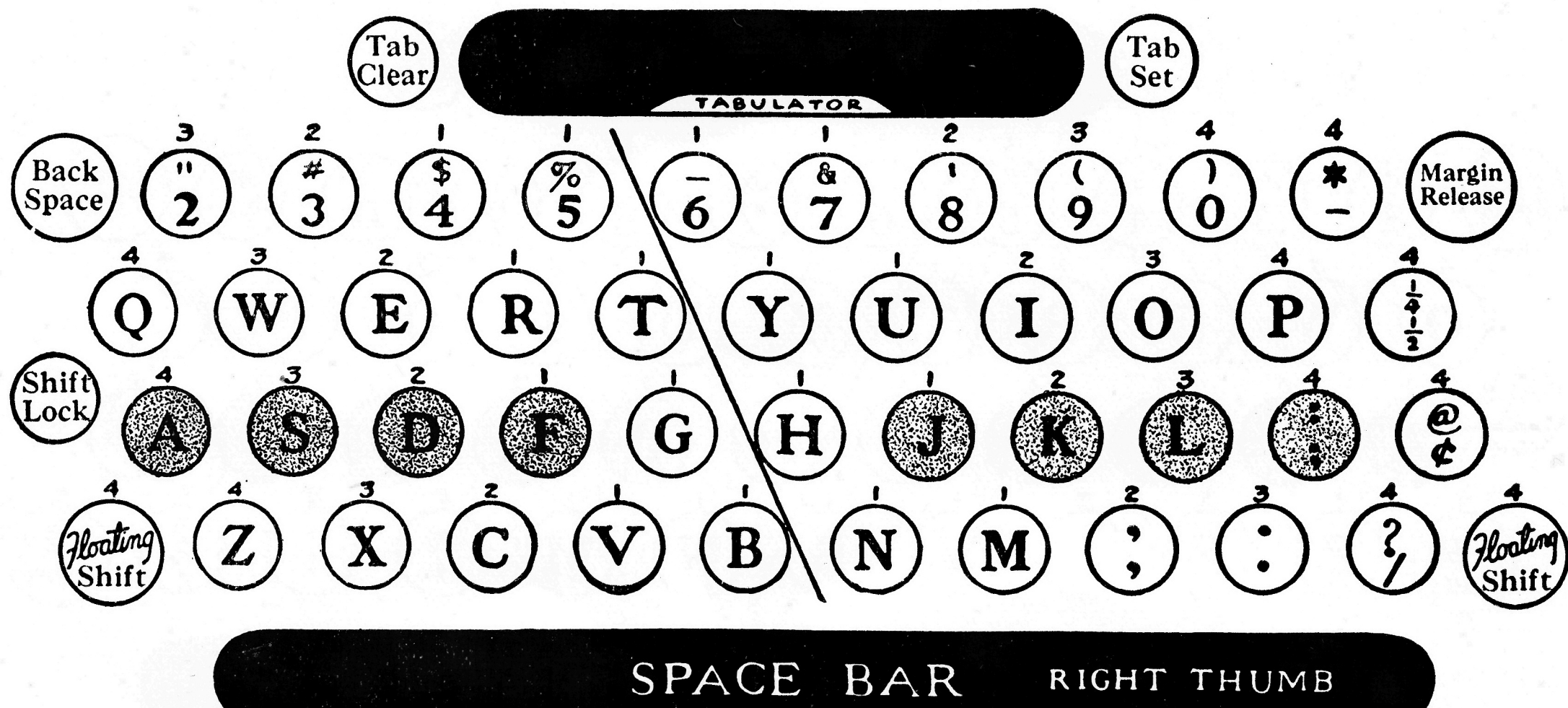
Strive for evenness of stroke. If there is a tendency to slight certain letters make a special effort to strike such letters with a harder stroke. This will soon give strength to the weak fingers.

Strike the letters in even time. A rhythmical movement is conducive to speed. Nothing is gained by hurrying through part of a word, as it cultivates a jerky, uneven movement which tends to retard speed.

### EXERCISE

cheer	ability	expanse	verily	breeze
track	business	foxy	both	camera
active	cabin	fixture	bunch	touch
cash	above	zero	manner	complex
favor	watchman	zone	lamp	exercise
lavish	meaning	frozen	perplex	variation





Shading indicates Guide Keys. Small numbers indicate the controlling finger.

### Lesson V

Before writing general matter it is necessary to learn to make capitals, figures, punctuation-marks, and special characters.

The capital letters are made by holding down a shift-key and striking the desired key. Do not strike the shift-key and the letter at the same time, but allow the carriage to reach the proper position before striking the letter. After an upper-case letter has been struck the shift-key must be released before striking a lower-case letter.

Learn to use both shift-keys, operating them with the small fingers. If the letter to be struck is on the right side of the keyboard hold down the left shift-key; if it is on the left side of the keyboard hold down the right shift-key.

A good exercise to give facility in writing capitals is the practice of the alphabet, alternating the small letter and the capital and spacing after each, thus: a A b B c C d D e E f F g G h H i I, etc.

If full words or lines are to be written with capitals press down the key marked "shift lock." To release it strike the left shift-key.

The exercise in this lesson gives drill on the capitals and teaches the use of the period and comma. The punctuation-marks should be struck lightly. Space once after a comma or semicolon. Space twice after a period or other mark at the close of a sentence, and once after a period following an initial or abbreviation.

The period can be made in either the upper or lower case.

Write four lines of each word in the exercise and write each sentence ten times.

#### EXERCISE

Cincinnati	New Jersey	Yosemite	Zanesville
Havana	De Kalb	Rhode Island	Quebec
Brooklyn	Lexington	Ontario	Utica
Mount Vernon	San Francisco	Xenia	Atlanta
Galena	Trenton	El Paso	Worcester

We sold the farm to M. B. Zartman for cash.

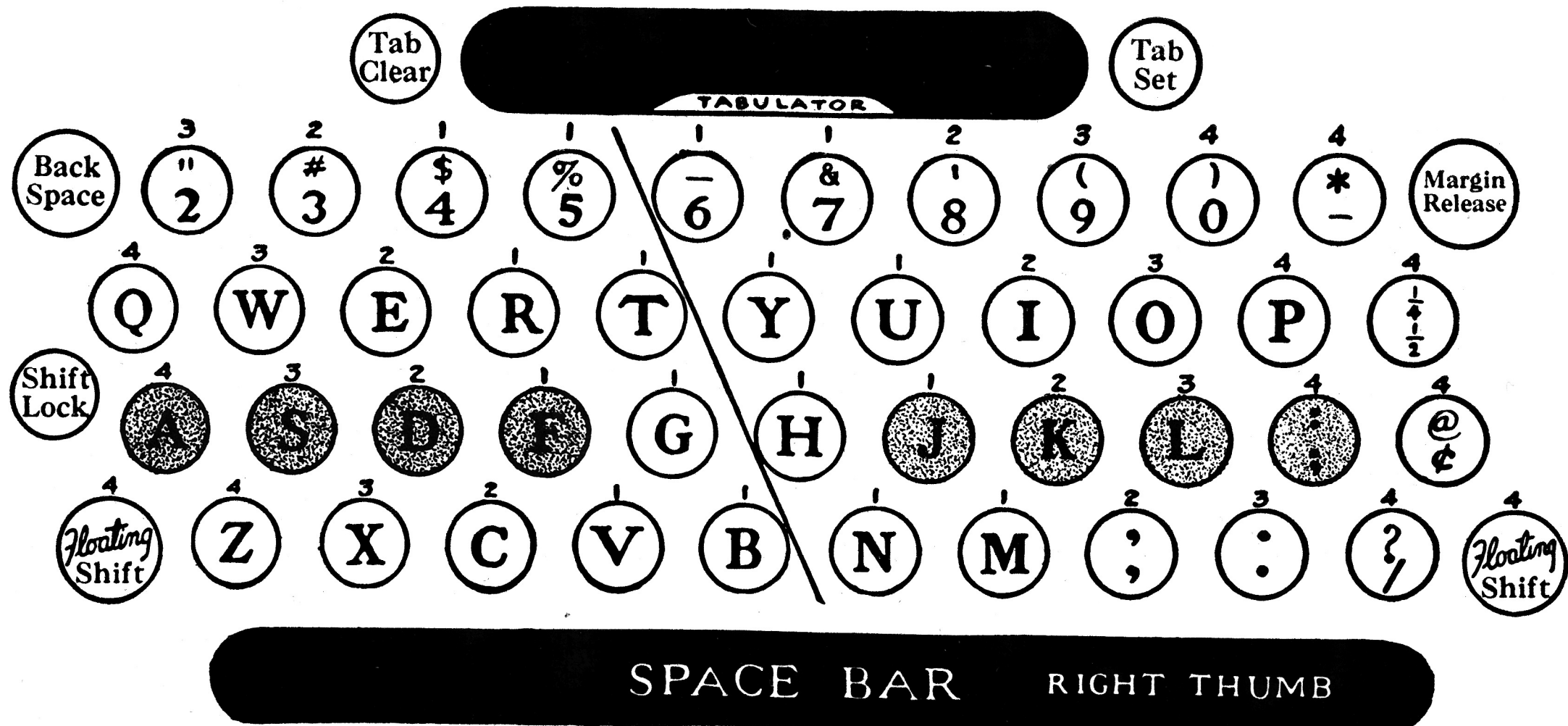
Keep Mr. Norton informed as to all your movements.

The account appears on the books in the name of C. D. Vance.

J. H. Edmonds and R. S. Upton are partners.

I made the trip from Quincy, Illinois, to Xenia, Ohio.





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### Lesson VI

The following words constitute nearly one-half of all ordinary printed matter. The first nine words and the article "a" make up more than 25 per cent. of the words in common use. The first two sentences in the group of three at the bottom of this page contain all of those words. The last line contains all the letters of the alphabet. Write four lines of each word, spacing twice between the groups. Write each sentence ten times. This lesson can be practiced with profit many times during the course.

#### EXERCISE

the	with	our	other	your
and	his	him	some	say
of	on	more	said	than
to	but	an	those	though
in	we	when	you	do
that	or	time	only	like
is	had	where	then	give
for	they	so	out	has
it	are	see	very	make
which	this	upon	must	today
as	who	great	what	leave
be	were	if	shall	under
by	been	would	take	into
was	will	use	such	can
not	from	may	how	these
he	one	should	ever	my
have	all	them	no	most
their	at	any	go	us

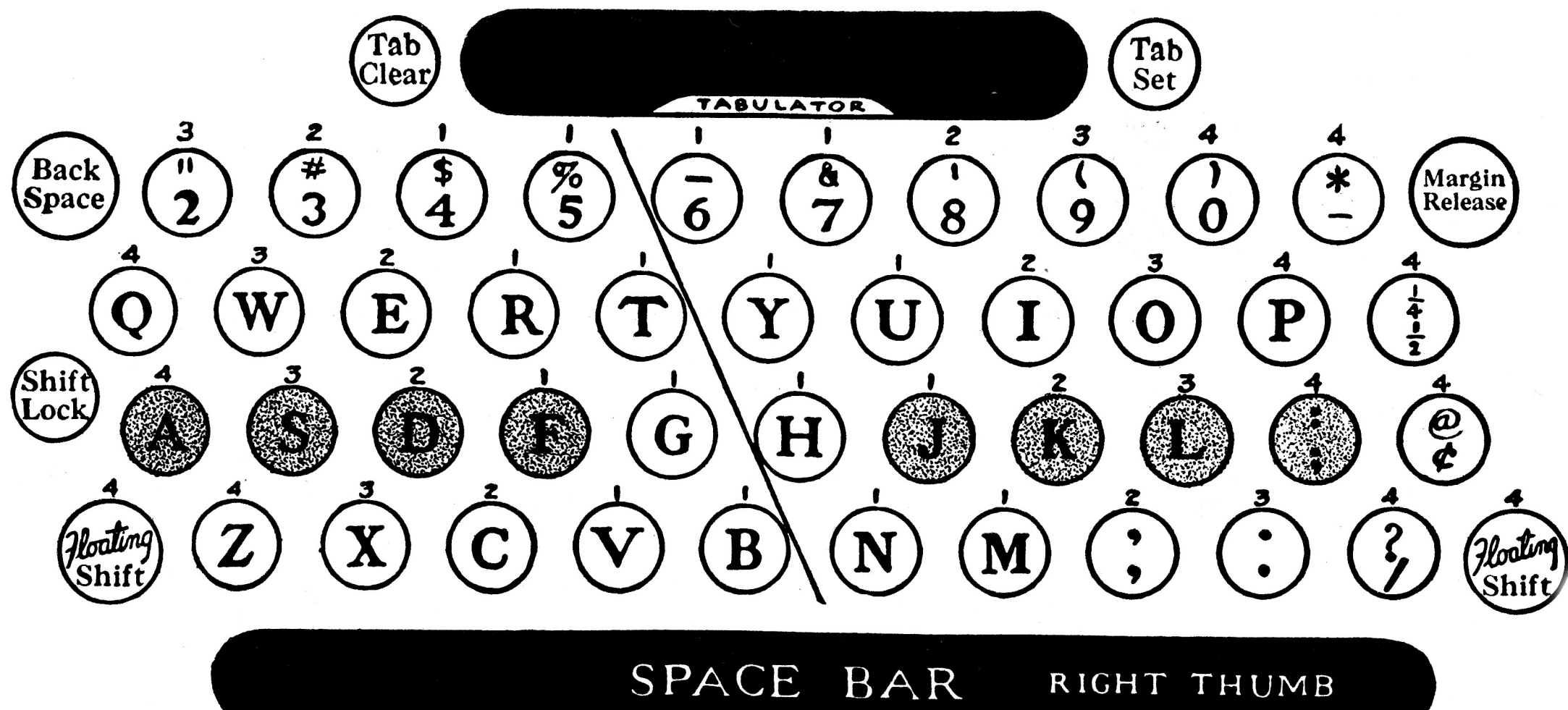
The goods are now for sale at a price far below the original cost.

It is for the lack of faith and work that we fail in a task hard to do.

It is in the time of need that we go to a friend for help and sympathy.

A just zeal, quick and exact movements are sought for by rapid writers.





Shading indicates Guide Keys. Small numbers indicate the controlling finger.

### Lesson VII

In writing figures the small "1" is used for "one."

When a key contains more than one character, the upper one is made by holding down the shift-key, the same as for a capital letter. The character above the figure 6 is the underscore. It is used for making a continuous line under words, columns of figures, etc. Draw the carriage back to the beginning of the words or figures to be underscored, and strike the underscore key as many times as may be necessary.

The character above the figure 8 is the apostrophe. The exclamation-point is made by striking the apostrophe, the back spacer, and the period.

Several of the more common fractions are found on the outside right hand keys. When fractions not so provided are required, they are made with the ordinary figures and the fraction-mark; thus:  $2/3$ ,  $7/12$ . In writing the fractions found on the keyboard it is not necessary to space between the whole number and the fraction ( $22\frac{1}{4}$ ), but when using the ordinary figures and the fraction-mark it is necessary to space between the whole number and the fraction; thus  $25\ 5/12$ .

A good exercise for practice on the figures is to write from 1 to 100, spacing after each number; thus: 1 2 3 4 5 6 7 8 9 10 11 12, etc. In this practice the student should avoid looking at the keys, and should carefully follow the correct fingering.

In writing figures, as a general rule, place a comma every third figure from the end, except that cents are separated from dollars by a period. The period is generally omitted in billing and tabulated work, but a space must be made to indicate the separation of dollars and cents. In writing dates, street numbers, car numbers, the serial numbers of machines, checks, drafts, receipts, etc., the comma is usually omitted if there are not more than six figures.

The sentences below contain all the punctuation-marks and special characters. Write each sentence five times. Repetition is the best means of gaining speed.

#### EXERCISE

\*The principal is \$2,485.00; interest is \$74.55.

We shipped 47,800 tons of ore in May as against 36,600 in April.

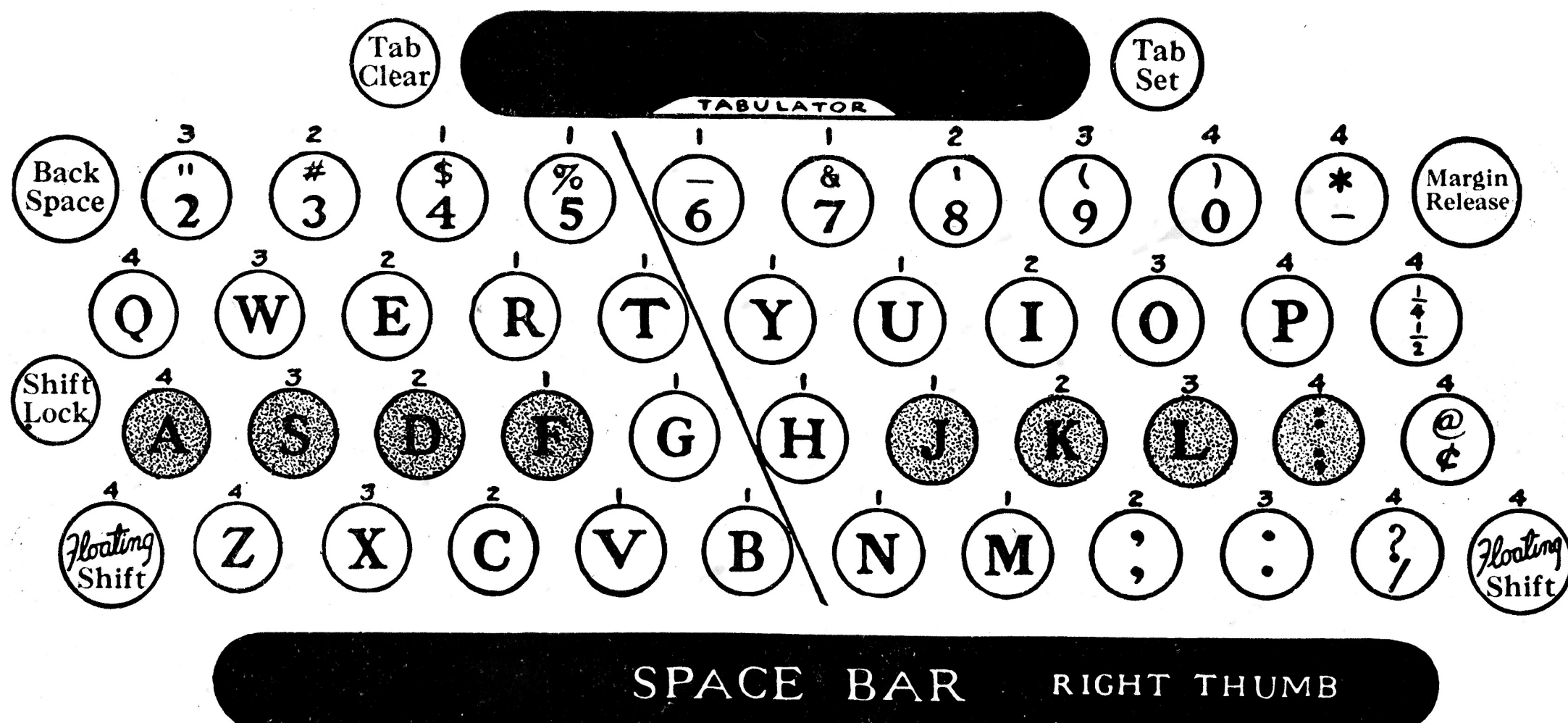
We sold cotton sheetings at  $22\frac{1}{2}$  &  $29\frac{1}{4}$  cents a yard.

Are the boxes made of  $26\ \frac{3}{16}$  x  $16\ \frac{9}{16}$  x 10 (inside measures) of #20 lumber?

The item said:—"Narrow Escape from Wolves!"

Your bill reads: "27 lbs. Imperial Coffee @ 25¢ \$6.75, less 2%."





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### Lesson VIII

One of the best ways to gain speed on the typewriter is to practice sentences containing all the letters of the alphabet. The following sentences contain all the letters, and should be written from ten to one hundred times. In doing this the operator should avoid spasmodic motions, and should strike the keys in even time and with equal force. An even stroke adds much to the appearance of the typewritten page. Every lesson well learned and faithfully practiced makes the next one easier to write.

#### EXERCISE ON ALPHABETIC SENTENCES

A quick movement of the enemy would jeopardize six gunboats.

We quickly extemporized just six rafts to leave the sinking boat.

The bank recognizes the claim as valid and quite just, and we expect a full payment.

To excel, stenographers must be very zealous, quick, faithful and judicious in their work.

The quality of modern explosives allows projectiles of remarkable weight and size to be used.

Dexterity in the vocation of typewriting may be acquired by judicious work and zealous effort.

A few specimens of onyx, jasper, and several kinds of quartz crystals have been given to the museum.

Counsel having duly authorized the dismissal of the case, we expect to make an equitable adjustment.

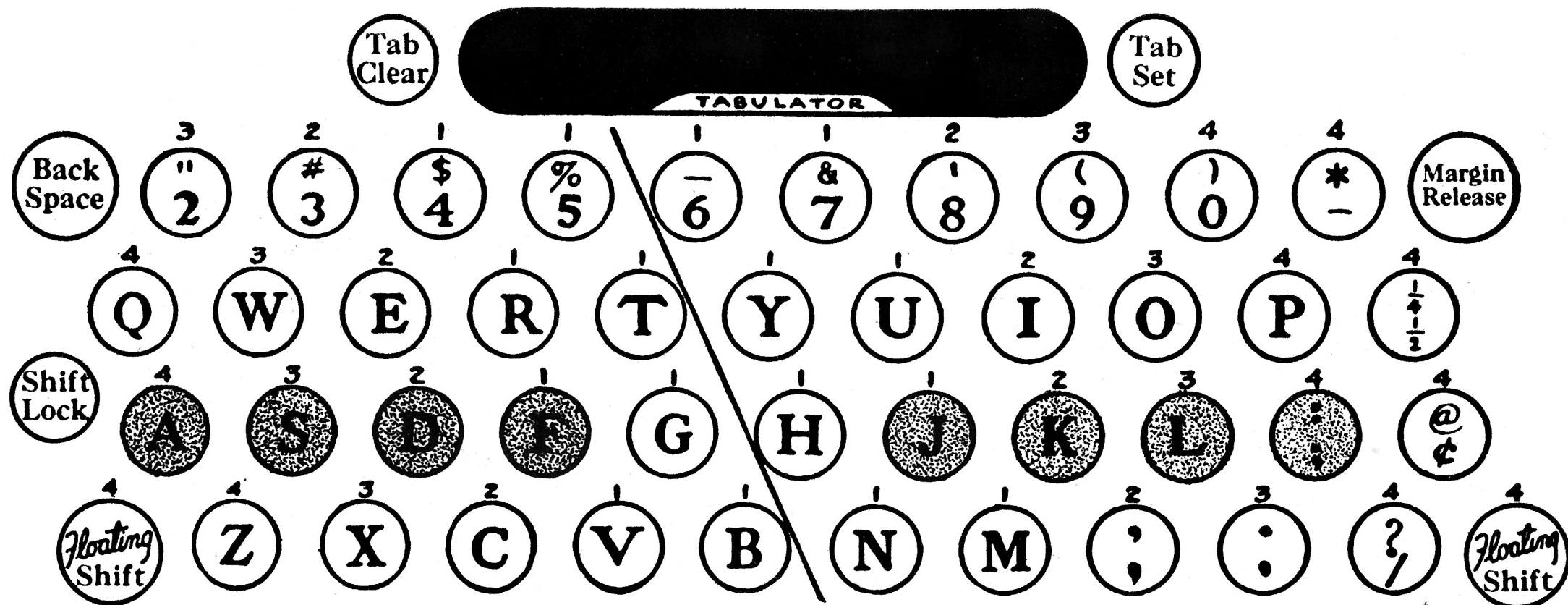
The frequently inexplicable verdicts of juries emphasize the need of a marked change in the whole system.

A Board of Equalization will adjust all claims of over-assessment before making the levy of special taxes.

A large number of our citizens have signed a petition which makes request for a more just system of taxation.

It required just seven weeks for the experts to determine the amount of the shortage caused by the embezzlement.





SPACE BAR      RIGHT THUMB

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### Lesson IX

The exercises provided in this lesson are designed to bring about a balanced hand-action and strengthen the weaker fingers. If the left hand is slower than the right, practice writing the left-hand exercise a few minutes each day until it can be used as rapidly as the right hand. If the right hand is slower than the left, practice writing the right-hand exercise until each hand can be used with equal facility.

Write five lines of each word, and one perfect copy of the letter.

#### LEFT-HAND EXERCISE

adverse	water
arrears	effect
sassafras	estate
sacred	excavate
degraded	referred
deeded	regret
fear	retrace
feast	treat
greatest	create
wasted	caterer

vacate
vegetate
vest
baggage
barter
brace
zebra
wreath
desk
father

#### RIGHT-HAND EXERCISE

join	imply
jump	ink
kill	opinion
knoll	only
limp	pupil
look	pulp
lily	hymn
you	holly
upon	noon
union	null

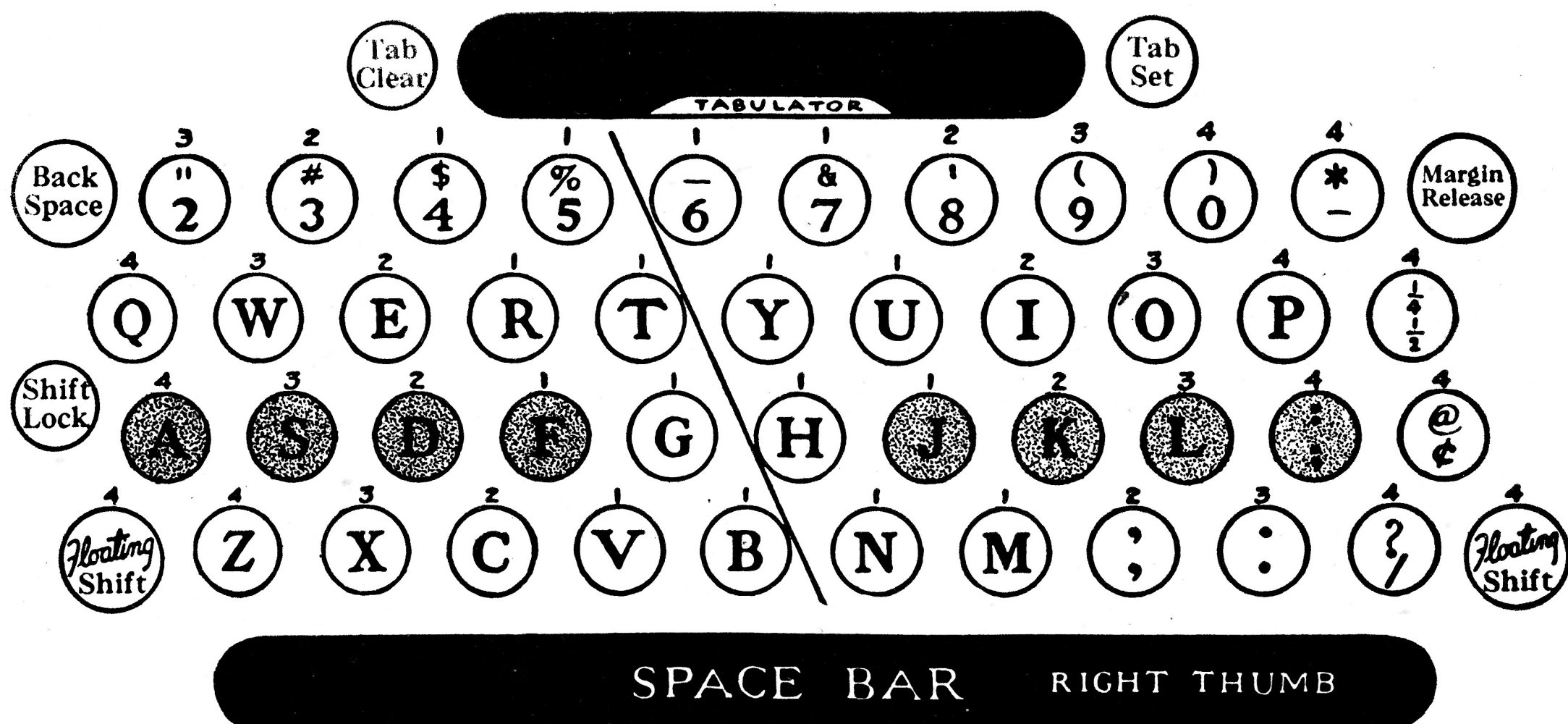
#### LEFT-HAND AND RIGHT-HAND CONTROLLED SEQUENCES

at in be io es on ce pu we lo se po re ul ct mi ed ll  
 ar de ly as ho ed pl ba om rt un er il ca li st pp ve  
 mp ec ta pi xc ju av lu aw oy rc hi ag ni te up ts oo  
 da mm wr u' za wf -h sb tc o' sf rf pm eb 'l no tr no

#### SEQUENCES CONTROLLED BY BOTH HANDS

ai he is ch la di ma el nc fi me co ha en or gh ow ay  
 dl ne an it bo ke cl nd fo pa vy 't \*b nr gy 's d. hf  
 r' nx d\* hs c. \*f xh 'h t. dn hr wl ya zp nf zi pf rh  
 nq gm kf lr ey ja dm yt t' sk s. oz e\* r- rk f. le t.





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### Lesson X

Practice of the third and fourth finger exercise will strengthen the weaker fingers. If the third or fourth fingers do not act readily or if one hand is slower than the other write this frequently.

#### THIRD AND FOURTH FINGER EXERCISE

was	wax	loop	appall	squaw
wall	plows	swallow	squall	laws
swap	lap	polo	saw	lasso
pass	wool	plaza	sap	loss
pall	swoop	pool	slow	low
spool	wasp	allow	paws	lax

This exercise provides practice on double letters. Strike all letters with equal force. Write five lines of each word.

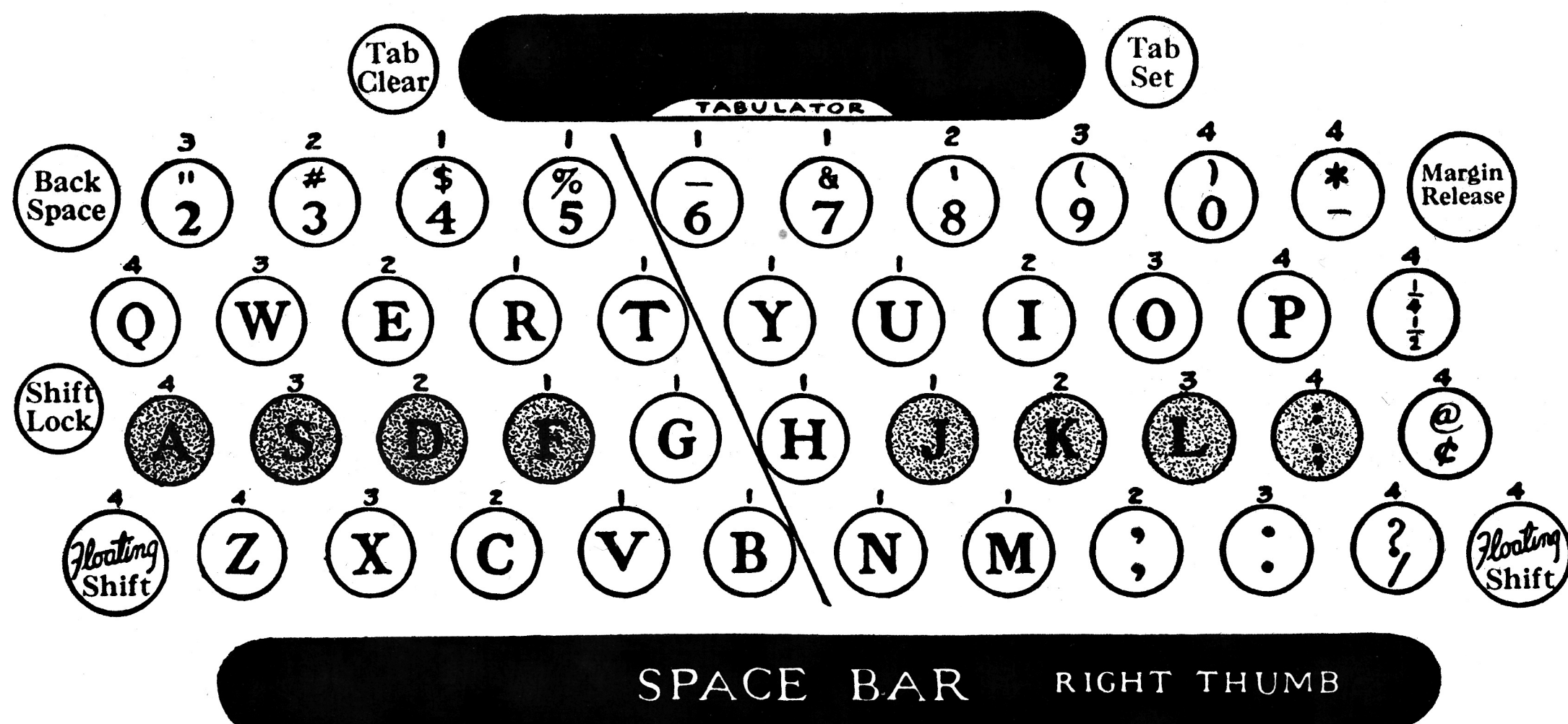
#### DRILL ON DOUBLE LETTERS

bazaar	accessory	fricassee	officially
ribbon	assassin	gazetteer	occurrence
buzzing	assignee	happiness	millennium
address	cheerfully	heedless	meekness
aggravate	classically	illegally	lessee
carrier	commissary	goodness	possessed
annually	footstool	penniless	suppress
accommodate	accessible	oppressive	whiffletree

#### HYPHEN-CONTROL

up-to-date two-by-four well-to-do up-town two-third  
 eighty-six whip-handle zinc-powder top-heavy four-ply  
 six-cylinder up-hill thirty-three bird's-egg daughter-  
 in-law paper-pound tittle-tattle wood-cutting boot-  
 tree cheese-press falling-sickness laissez-faire master-  
 stroke mother-in-law May-day middle-class to-day





Shading indicates Guide Keys. Small numbers indicate the controlling finger.

### Lesson XI

This lesson provides practice on the common beginnings and terminations of words. Write four lines of each word.

As beginnings and terminations are common to many words this lesson may with profit be practiced after the regular work is completed.

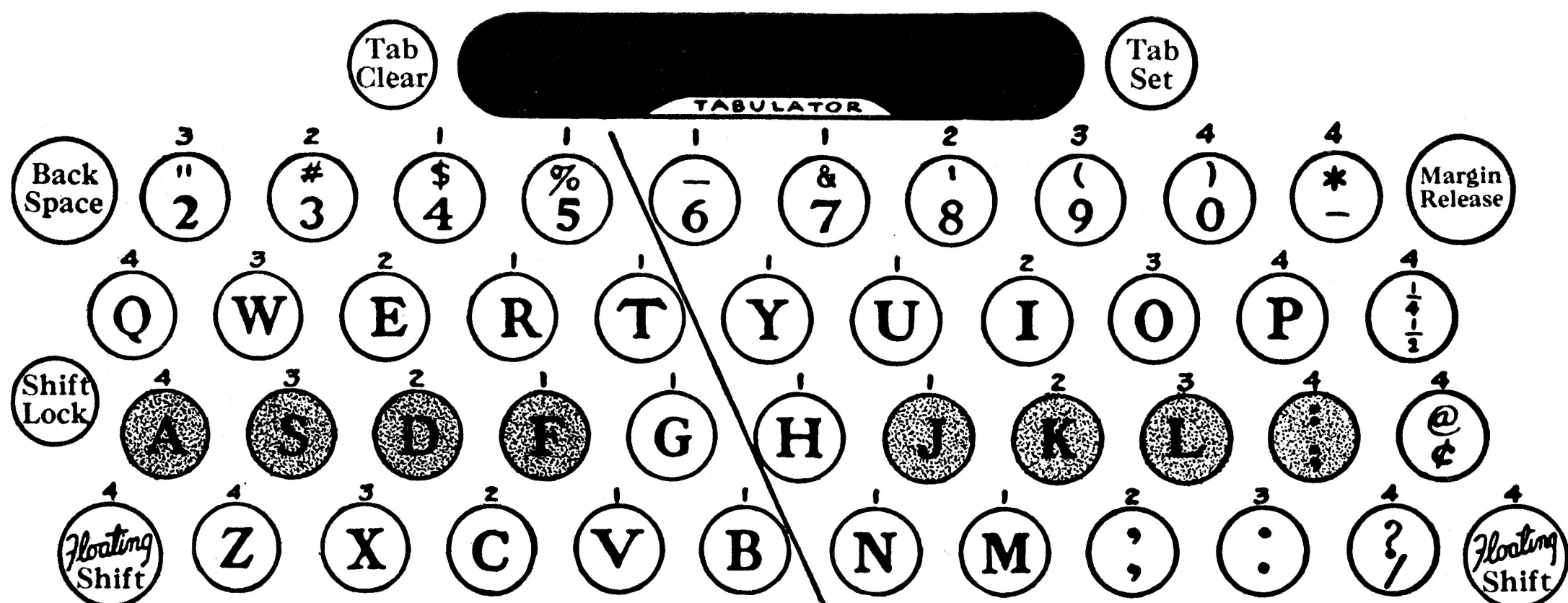
Practice on beginnings, terminations and short words will increase speed very rapidly.

collection	commence	condition	discount
collapse	compare	conclude	examine
collide	complete	disappear	exceed
collateral	consequent	disburse	extent
combine	congress	disregard	extreme
perfect	predict	provide	resolve
perhaps	prejudice	protect	uncertain
persuade	prescribe	receive	unlike
pertain	proclaim	recover	unequal
prevent	promote	remain	unsafe
application	occasion	mixture	respective
situation	revision	structure	decisive
valuation	succession	attentive	excessive
caution	creature	elective	extensive
decision	furniture	operative	passive
attainable	argument	helpful	neatness
fashionable	judgment	useful	chemical
peaceable	statement	boldness	fiscal
valuable	careful	clearness	physical
apartment	doubtful	greatness	technical

### INITIAL SYLLABLES

as of be or at no it is on by to an go am do in ma pa  
al op un ap de im en ac di ev fa ex ad re ar so fi po  
can say for how get his new but did not let him out  
few fur com per con pre hav pro cer pos oth cop dis  
bus lit aft nev ship like send find book dear have  
some kind made good long bout pres writ cred feel  
down morn known moth same sure with could first check





SPACE BAR      RIGHT THUMB

Shading indicates Guide Keys. Small numbers indicate the controlling finger.

### *Lesson XII*

Every typist should acquire skill in writing figures. This can be done only by practice on matter containing figures. It is impracticable in a book of this size to furnish a great amount of matter of this kind for practice. Such practice matter, however, is easy to find in the columns of newspapers, in financial statements of banks, etc.

In punctuating figures, with the exception of dates, street numbers, checks, drafts, cars, bank bills, insurance policies, manufactured articles, and other serial numbers of not more than six figures, place a comma after every third figure from the end. A period separates dollars from cents, and commas are placed after every third figure to the left of the decimal point. Separate hundreds, thousands, millions, etc., with commas. Round numbers, not compared with other numbers, are better written with words: as, At the time of the American Revolution the Colonies had a population of three million.

Be careful to use the correct fingering in writing figures, and learn to reach them accurately by touch.

Write each sentence in the following exercise ten times.

#### EXERCISE

The building was insured for \$11,500, and the stock for \$25,000.

We expect to expend upwards of \$15,000 on improvements this year.

The estimated value of the building is \$7,550, and the value of the lot is \$3,000.

We have on hand a balance of \$2,032, and our probable expenses for the year are \$1,250.

China has a land area of 4,218,401 square miles; it had in 1890 a population of 402,680,000.

Choice apples are selling for \$2.95 a barrel, and other grades at \$2.25, \$2.40, \$2.50, and \$2.75.

The war of the Rebellion cost the United States \$6,189,929,900; Federal troops engaged 2,859,132. The Mexican war cost \$100,000,000; troops engaged 101,282. The war of 1812 cost \$107,159,003; troops engaged (estimated) 471,622. The war of the Revolution cost \$135,193,703; the Colonies furnished, 1775 to 1783, 395,064 troops.



## EXHIBIT OF PROGRESS FOR FIFTEEN YEARS.

Year.	Assets.	Liabilities.	Insurance Outstanding.
1895	18,341,330	17,528,900	120,278,144
1896	20,270,731	19,323,004	122,853,712
1897	22,773,911	21,039,990	124,287,713
1898	24,960,660	23,040,547	126,537,075
1899	27,365,084	25,186,869	130,146,317
1900	29,405,529	27,256,311	134,594,870
1901	32,218,031	29,903,157	147,973,567
1902	35,565,223	32,860,388	165,524,302
1903	39,460,481	36,680,459	185,528,746
1904	43,898,149	40,636,491	210,400,746
1905	48,679,022	45,356,064	245,051,665
1906	54,682,956	51,363,963	276,110,015
1907	59,578,226	56,075,228	299,873,017
1908	65,270,621	62,068,793	323,621,870
1909	70,418,327	67,003,023	363,942,622

### TYPEWRITER BILLING

Many business houses have all bills made on the typewriter. By the use of carbons, the charge or sales record can also be made at the time of writing the original bill, thus avoiding much of the detail of bookkeeping. For the convenience of different departments several carbon copies of the bill are sometimes made.

Chicago, Illinois, Jan. 3, 1937.

Mr. J. H. Mason

#### Bought of Thompson & Williams

10 reams Legal Paper #6, red ruled,	@	\$2.50	\$25.00
10 " Letter Paper #28, wove,	@	2.00	20.00
5 " Letter Paper #11, laid,	@	1.50	7.50
100 sheets Black carbon			2.50
			\$55.00

Omaha, Nebraska, Feb. 12, 1937.

#### Bought of Reed & Wilson

10 yds.	Dress Goods @ \$1.25	\$12.50
1 pr.	Gloves	1.50
20 yds.	Fruit of the Loom Muslin @ 9¢	1.80
1 doz.	Linen Handkerchiefs	4.00
1 "	Napkins	4.00
1	Table Cloth	6.00
20 yds.	Toweling @ 20¢	4.00
1	Hat	12.00
10 yds.	Lawn @ 20¢	2.00
		<hr/>
		\$47.80



## LETTERS

Writing letters is the chief objective in learning to type. A letter can be made to look attractive by following a few simple rules for balance and arrangement.

### PARTS OF BUSINESS LETTER

1. Heading
2. Inside Address
3. Salutation
4. Body of Letter
5. Complimentary Close
6. Signature and Title
7. Identification Initials

#### *Heading*

The printed letterhead and the date line together form the heading of the letter. Most offices use letterheads for correspondence. The company name and address are usually given at the top of the page. Type the date on a separate line two spaces below the city and state. It may be centered or placed so that it will end at the right hand margin of the letter.

#### *Inside Address*

Usually written four single spaces below date line. Use the correct title before the name of the person being addressed. This applies to the address on the envelope as well. Never address a letter to an individual without writing MR. or whatever other personal title is correct. For example:

Mr. George W. Stevens  
2389 Merriman Avenue  
Cincinnati, Ohio.

#### *Salutation*

The salutation begins two single spaces below the inside address. The correct forms for business letters are:

*For a man:*

Dear Sir:  
My dear Sir:  
My dear Mr. Stevens:  
Dear Mr. Stevens:

*For a woman:*

Dear Madam:  
My dear Madam:  
My dear Miss Stevens:  
My dear Mrs. Stevens:  
Dear Miss Stevens:

#### *Body of Letter*

Letters may be single or double spaced. The length of the letter will determine the spacing to be used. There should always be two single spaces between the paragraphs of the letter and between special lines.

#### *Complimentary Close*

The complimentary close of a letter is the *Yours truly* or whatever ending is used. Only the first word is capitalized.

#### *Signatures*

The firm name should be typed in all capital letters two spaces below the complimentary close. No punctuation mark is required at the end of the firm name. The dictator's official title should be typed four single spaces below the firm name. This gives space for the dictator's signature.

#### *Identification Initials*

The initials or name of dictator and initials of stenographer should be typed flush with the left margin two spaces below official title.



### *Letter Punctuation*

Two forms of punctuation are used—closed and open. Closed punctuation places the regular punctuation mark at the end of each line of the heading and the address of a letter.

Open punctuation form drops end punctuation except the period after abbreviations. In both forms abbreviations must be followed by the period, and the name of the city and state must be separated by the comma. In closed form the comma is used at the end of each line of the address except the last when the period is used.

The following letter is open punctuation form. Double spaced. Without letterhead.

Mr. R. C. Rolfe

(Indent 5 spaces) 2935 Grant Avenue  
(5 spaces) Elmira, New York

1924 Park Street  
(Indent 5 spaces) Chicago, Illinois  
(5 spaces) May 1, 1937

Dear Sir:

We shall be glad to have your representative call on us next Monday morning.

Please let us know if that day will be convenient.

Yours very truly

ROY BROTHERS COMPANY

(signature)

JR/k

Manager

The following letter is closed punctuation. Single spaced. With letterhead.

ROY BROTHERS COMPANY  
1924 Park Street  
Chicago, Illinois

Mr. R. C. Rolfe,  
2935 Grant Avenue,  
Elmira, New York.

May 1, 1937.

Dear Sir:

We shall be glad to have your representative call on us next Monday.

Please let us know if that day will be convenient.

Yours truly,

ROY BROTHERS COMPANY,

(signature)

JR/k

Manager.



## *Addressing Envelopes*

In addressing envelopes, the name should be placed slightly below the middle of the envelope. It may be centered or it may begin at a point which leaves slightly more margin at the left than at the right.

Single spacing is preferable when the address requires four or more lines.

When special directions are necessary, it is customary to place them in the lower left-hand corner.

The name and address of the business firm is usually printed in the upper left-hand corner of the envelope so that the letter may be returned to the sender if it cannot be delivered. This can also be typed. In social correspondence, it is good form to type the return address on the flap of the envelope.

Roy Brothers Company  
1924 Park Street  
Chicago, Illinois

Mr. R. C. Rolfe  
2935 Grant Avenue  
Elmira, New York

Personal

Mr. William H. Appleby,  
273 Market Street,  
Akron, Ohio

Mr. R. C. Jones, Manager  
Roy Brothers Company  
1924 Park Street  
Chicago, Illinois

Lake & Andrews, Attorneys at Law,  
C h i c a g o ,  
Illinois.

Attention: Mr. J. B. Smith



### *How to Center a Word, Phrase or Heading*

The first thing is to find the center of the paper, or the space over which the heading is to be centered. There are several methods for doing this, two of which are given below:

1. Find center by creasing the paper, or by measuring with a ruler. Mark this spot accurately with a pencil and move carriage to bring this center mark to the exact printing point.

2. Adjust paper so that its left edge rests at "0" on the platen scale and then note the number of the graduation where its right edge comes on the same scale. For an example, suppose that this number is 80. 80, divided by 2 to give half the width, equals 40. Move carriage so that 40 on the carriage scale is in line with the printing indicator.

Having found the center, and with carriage positioned at this central point, slowly spell (count) all the letters, punctuation marks and spaces in the heading to be centered, depressing the back-space key for the first letter, releasing it for the second letter, depressing it for the third, releasing it for the fourth, etc., until all the letters, punctuation marks and spaces are so counted (spelled). If the last letter comes on the down-stroke of the back space key, strike the *space bar once*. The carriage should now be in the correct position to begin to write the heading. Headings with an uneven number of letter-spaces will be exactly centered; those with an even number of spaces cannot be exactly centered and will be found one space to the left of the exact center.

### EXERCISE

Write the following as center headings in accordance with the directions given above:

MARKET REPORTS.

ARRIVAL AND DEPARTURE OF FOREIGN MAILS.

ESTIMATE OF SALESMEN'S EXPENSE.

SUMMARY OF SHIPMENTS FOR LAST QUARTER.

PRICE LIST OF ELECTRICAL APPLIANCES.

NATIONAL BANK BALANCES.

IN THE UNITED STATES CIRCUIT COURT.

ELECTRIC WIRING

SPECIFICATIONS.

BRIEF OF DEFENDANT IN ERROR ON MOTION FOR REHEARING.

BUY GOVERNMENT BONDS.

Instructions for operating The L C Smith and hints for the operator will be found in the booklet: INSTRUCTIONS FOR OPERATING SUPER-SPEED L C SMITH.

A complete description of the various labor saving features of Corona with instructions as to their proper use will be found in the booklet: HOW TO USE CORONA FLOATING SHIFT MODELS.



